

**IMMIGRATION SERVICES FUNDING
NATURALIZATION APPLICATION ASSISTANCE
FY 17/18 QUARTERLY
REPORT IS-NAT (4/18)
INSTRUCTIONS**

CONTENT

The quarterly IS-NAT report contains statistical information for the Immigration Services Funding-Naturalization Application Assistance service during the reporting quarter. The Welfare and Institutions Code Section (WIC) 13302-13306 requires the California Department of Social Services (CDSS) to collect demographic data regarding the services provided through this funding. As outlined in WIC section 13302-13306, the CDSS will report detailed summaries of the number of clients served, demographic characteristics of those clients, non-profit organizational practices, and other related information on services provided. In addition, the data requested is designed to monitor the CDSS contractors in their efforts to assist individuals in the filing of Form N-400.

GENERAL INSTRUCTIONS

Enter the **unique and unduplicated client counts** at the time of the application completion or submission to the United States Citizenship and Immigration Services (USCIS). Enter “0” if there is nothing to report for an item. Do not leave any items blank unless otherwise noted.

COLUMN INSTRUCTIONS

Column Month 1: Enter the data for the first month of the applicable quarter.
Column Month 2: Enter the data for the second month of the applicable quarter.
Column Month 3: Enter the data for the third month of the applicable quarter.
Column Quarter Total: It is the sum of Columns Month 1, Month 2 and Month 3.

ITEM INSTRUCTIONS

PART A. APPLICATION ASSISTANCE

Part A captures demographic data for applicants who complete or submit a Naturalization Simple or Complex Cases. For each individual, report information on race/ethnicity, language in which service was provided, country of origin, gender, age, educational attainment and county of residence is reported. For each reporting demographic, enter the data for each individual at the time of application completion or submission to USCIS.

1. Naturalization applicants assisted (Sum of Items 1a through 2c)

The demographic data for individuals counted in this section will be reported in Items 5-11. ***Item 1 is automatically calculated. [Cells 1-4]***

- a) **Naturalization application completed (Simple Case/ Client handles follow-up on his/her own):**
Enter the unique and unduplicated number of Naturalization applications that were completed for Naturalization status as part of the “Simple Case” context in each month during the quarter. The simple case application completion means that an individual applicant was assisted with eligibility screening, document assembly and final review by a qualified immigration service provider. This includes the applicant handling the submission of the application on their own or being instructed not to submit an application due to lack of qualification or best interest. For monitoring purposes retain records such as: copies of intake tools, screening tools, full or limited representation agreement, form G-28 (If applicable), USCIS receipts (If applicable), and initial USCIS application (If applicable). **Cell 8 Quarter Total is automatically calculated [Cells 5-7]**

PART A. CONTINUED

- b) **Naturalization applications completed and submitted to USCIS (Simple Case/ filed with G-28 form)**: Enter the unique and unduplicated number of Naturalization applications that were completed and submitted for Naturalization status as part of the “Simple Case” where your program staff completed the USCIS application and filed form G-28 entry of appearance as part of your practice. **Do not count “Complex Cases” filed with a G-28 in this section.** In the “Simple Case” context with a G-28 filed, application completion and submission means that an individual applicant was assisted with eligibility screening, document assembly and final review by a qualified immigration service provider and the provider submitted the application to USCIS along with a G-28 entry of appearance. For monitoring purposes retain records such as: copies of intake tools, screening tools, representation agreement, form G-28, USCIS application and USCIS receipts. **Cell 12 Quarter Total is automatically calculated. [Cells 9-11]**
- c) **Naturalization application completed and submitted to USCIS (Complex Case/file with G-28)**: Enter the unique and unduplicated number of Naturalization applications that were completed and submitted to USCIS as part of the “Complex Case” in each month during the quarter. In the Complex Case context, application completion and submission means that an individual applicant was assisted with eligibility screening, document assembly, final review, filed a G-28 entry of appearance and application submission to USCIS by a qualified immigration service provider. For monitoring purposes records such as: copies of intake tools, screening tools, representation agreement, form G-28, USCIS application and USCIS receipts. **Cell 16 Quarter Total is automatically calculated. [Cells 13-15]**
- 2. Individuals provided assistance with appeals**: Enter the unique and unduplicated number of individuals who were provided assistance with application appeals. **Cell 20 Quarter Total is automatically calculated. [Cells 17-19]**
- 3. Disability waivers filed**: Enter the unique and unduplicated number of disability waivers filed (Form N-648). **Cell 24 Quarter Total is automatically calculated. [Cells 21-23]**
- 4. Fee waivers filed**: Enter the unique and unduplicated number of fee waivers filed (Form 1-912) for applicant’s. **Cell 28 Quarter Total is automatically calculated. [Cells 25-27]**
- 5. Naturalization applicant’s racial/ethnic identity (Sum of Items 5a-5v)**
Enter the unique and unduplicated number of naturalization applicants who identify with each of the racial/ethnic categories listed. **This sum is automatically calculated for editing purposes [Cells 30-51].**
- **Item 5j Indigenous** –For individuals identified in Item 5j, specify the category in the comment section of the form. The Indigenous categories include, but are not limited to: Mixteco, Triqui, Zapoteco, Mam and Kanjobal,
 - **Item 5v- Other Race/Ethnicity Explanation**: If any individuals are counted in the “Other” category, specify the category and the number of individuals in the Item 5u in the comment section of the form.

PART A. CONTINUED

6. Language in which service was provided to naturalization applicant (Sum of Items 6a through 6at).
Enter the number of naturalization applicants who were provided services in each of the language categories listed. The numbers captured in the language section is the total of applicants served in the corresponding quarter. **This sum is automatically calculated for editing purposes. [Cells 53-98]**

If any applicants are counted in any of the “Other” specify the category, enter the number of individuals in the respective explanation box in the comment section

- **Item 6ar-** Other Chinese Languages explanation box.
- **Item 6as-** Other Non-English explanation box
- **Item 6at** -Other Sign Language explanation box.

7. Naturalization applicant’s country of origin (Sum of Items 7a through 7ah)

Enter the unique and unduplicated number of naturalization applicants from each of the countries listed. Count each applicant in one item only. If any individuals are counted in the “Other” category, list the applicable countries and the number of individuals in the Item 7h of the respective explanation box in the comment section. The numbers captured in the country of origin section is the total of applicants served in corresponding quarter. **This sum is automatically calculated for editing purposes. [Cells 100-133]**

8. Naturalization applicant’s gender (Sum of Items 8a through 8d)

Enter the unique and unduplicated number of naturalization applicants who identify with each of the gender categories listed. Count each applicant in one item only. The numbers captured in the gender section is the total of applicants served in the corresponding quarter. **This sum is automatically calculated for editing purposes. [Cells 135-138]**

9. Naturalization applicant’s age (Sum of Items 9a through 9c)

Enter the unique and unduplicated number of naturalization applicants who fall within each of the age ranges listed. Count each applicant in one item only. The numbers captured in the age section are the total of applicants served in corresponding quarter. **This sum is automatically calculated for editing purposes. [Cells 140-142]**

10. Naturalization applicant’s highest level of educational attainment (Sum of Items 10a through 10g)

Enter the unique and unduplicated number of naturalization applicants who fall within each of level of educational categories listed. Count each applicant in one item only. The numbers captured in the level of educational section is the total of applicants served in corresponding quarter. **This sum is automatically calculated for editing purposes. [Cells 144-150]**

11. Naturalization applicant’s county of residence (Sum of Items 11a through 11bf)

Enter the unique and unduplicated number of naturalization applicants who were residing in the counties listed at the time services were provided to that individual. Count each applicant in one item only. The numbers captured in the county of residence section are the total of applicants served in the corresponding quarter. **This sum is automatically calculated for editing purposes. [Cells 152-209]**

PART B. ORGANIZATIONAL PRACTICES

Part B captures qualitative information regarding organizational practices during the quarter. This includes challenge in providing services, key lessons learned, and promising practices.

12. What challenges or barriers were discovered during the quarter?

Provide a brief description of any challenges or barriers encountered during the quarter. **[Cell 210]**

13. What key lessons and/or promising practices emerged during the quarter.

Enter brief descriptions of any key lessons learned and/or promising practices identified by the organization during the quarter. **[Cell 211]**

COMMENTS

Item 5j Indigenous: Use this box to specify if any individuals are counted in the Indigenous category which include, but are not limited to: Mixteco, Triqui, Zapoteco, Mam and Kanjobal.

Item 5v Other Race/Ethnicity Explanation: Use this box to specify if any individuals are counted in the “Other” category.

Item 6ar Other Chinese Languages Explanation: Use this box to specify if any individuals are counted in the other Chinese languages category.

Item 6as Other Non-English Explanation: Use this box to specify if any individuals are counted in the other Non-English category.

Item 6at Other Sign Language Explanation: Use this box to specify if any individuals are counted in the other sign languages category.

Item 7ah Other Country of Origin Explanation: Use this box to specify if any individuals are counted in the “Other” category.

General Comments- Use this box to explain the following:

- Explain any major fluctuations in data.
- Provide any comments your organization determines necessary, including major changes in procedures, programming or staffing that have affected the data.

****This section may be left blank if there are no applicable comments for the report quarter***

CONTACT & SUBMISSION INFORMATION

For this section enter the corresponding contact information:

- Enter the staffs contact information who completes and submits the reporting form to the Data Systems & Survey Design Bureau (DSSDB).
- Include the name, job title or classification, telephone number, extension and e-mail address of the person to contact if there are questions about the report.
- Enter the date the report is submitted.

The following steps are necessary to submit the report:

- The CDSS requires all reporting forms be submitted electronically via **e-mail** using the provided Excel automated report forms found at <http://www.cdss.ca.gov/dssdb/> and emailed individually to the corresponding email address. Each reporting form has a unique email address and each report should be sent to its corresponding email address:

***Naturalization:** admisnat@dss.ca.gov

- A specific naming convention has been designated for the FY 2017-18 reporting forms. For each form, use the following naming conventions and include the naming convention in the email subject line:

***FY 17-18 Naturalization “Contractor Name” Quarter # (include the quarter for the period covered)**

Example: FY 17-18 Naturalization_Canal Alliance_Q1

- For technical assistance or challenges with the reporting forms, contact DSSDB using the technical support e-mail: admdssdbts@dss.ca.gov.
- For program-related content questions, contact your assigned analyst or submit your questions to: ImmigrationServices@dss.ca.gov